



SITE DEVELOPMENT **PERMIT APPLICATION**

Today's Date and Time: _____ Tracking Number: _____
Project Name: _____
Address (as supplied by MPC Addressing): _____
Project CLT #: _____ Project City Block #: _____
City Ward #: _____ Property Zoning: _____
Proposed use of this property: _____
Owner's Name: _____
Address: _____
Phone #: _____ Fax #: _____ Email: _____
Contractor's Name: _____
Address: _____
Phone #: _____ Fax #: _____ Email: _____
Engineer's Name: _____
Address: _____
Phone #: _____ Fax #: _____ Email: _____
Contact for Permit: _____
Phone #: _____ Fax #: _____ Email: _____
Are there any variances, BZA, Use on Review, or City Council actions? Yes: _____ No: _____
If Yes, attach copy of approvals and list the File #: _____

THESE ITEMS MUST BE INCLUDED ON PLANS IN ORDER FOR PLANS TO BE ACCEPTED.

(Please **initial** beside the appropriate headings below that all requirements are included in the submittal package.)

_____ All Site Development Plans

Legible; Property Zoning; Predevelopment 2-ft Contours; Postdevelopment 2-ft Contours; Effective Erosion and Sediment Control Plan; Plans Stamped by Licensed Engineer, Landscape Architect, or Architect as appropriate; Names, Addresses and Phone Numbers of All Interested Parties; All Stormwater Conveyances and Details (Pipe Material, Size, Slope, Invert Elevations, Flow, Velocity, Inlet Materials and Dimensions); Ditch/Swale Dimensions and Materials; Building Pad Contours; Blue-Line Streams Identified; Drainage Easements Shown; Flood Zones Shown; Utility Easements Shown; Stream Buffer Zone Shown; No-Fill Line; Landscaping Plan or Note; North Arrow; Graphic Scale Bar; Vertical Datum.

_____ Roadway Plans:

Labeled as Public Street, JPE or Driveway; Roadway Profiles; Roadway Cross Sections; Horizontal Curve Data; Vertical Curve Data (with K Values); Limits of Construction; Paving Materials and Details; Temporary or Permanent Turnaround (if applicable); Show Utility Strip; 10' Clear Zone (Min 7'); Sidewalks; Traffic Sign Plan; Streetlighting Plan/ Details.

_____ Detention Basin Design:

Stamped Detention Calculations for 1-Yr, 2-Yr, 5-Yr, 10-Yr, 25-Yr & 100-Yr NRCS Type II 24-Hour Storms; Standpipe Detail With All Elevations and Sizes Shown; Elevation/Volume Relationship for Pond; First Flush Filter Detail; Pre and Post CN; Pre and Post Area; Pre and Post Tc; Pond Release Routed for 2-Yr and 10-Yr Storm; Minimum 1' Freeboard; Side Slope; Bottom Slope; Spillway Size and Elevation; Traversable Access Route; Stormwater Detention and Access Easements.

_____ Property Owner Acknowledgement Form
_____ Site Development Review Fee
_____ Site Development Review Checklist

_____ Stormwater Drainage Calculations
_____ Detention Basin Calculations
_____ Retaining Wall Calculations

Signature of Submitter: _____
Application Received By: _____ Payment: _____
(All review fees are non-refundable)